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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS  
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP  
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY COSTA  
DEPUTY COMMISSIONER, PBS - PD

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SUBJECT: Fire Protection, Life Safety, and Environmental Procedures in  
Lease Acquisition

1. Purpose. This Realty Services Letter (RSL) issues updated fire protection, life safety and environmental procedures for lease acquisitions including technical corrections to the September 30, 2003 RSL on the same subject. These changes should increase the assurance of safety in leased space, but not result in additional workload for Realty Specialists. The changes are intended to assist Realty Specialists with their understanding and implementation of Fire Protection and Life Safety Requirements.
2. Background.
  - a. In 1996 a task group of Realty Specialists and Fire Protection and Environmental Engineers met to address fire safety and environmental requirements for leases. The group recommended simplified fire protection, life safety, and environmental procedures that rely on local codes and national standards rather than detailed specifications. The procedures were issued as PER-96-04, *Safety and Environmental Procedures in Lease Acquisition*, dated October 30, 1996. Over the next several years, similar discussions occurred between Realty Specialists and Fire Protection Engineers regarding the effectiveness of the 1996 RSL. These discussions culminated in an amendment to the procedures by RSL PE-2003-06, *Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition*, dated September 30, 2003.

- b. Following the issuance of RSL PE-2003-06, a fatal fire occurred in an unsprinklered downtown high-rise office building in Chicago. GSA did not lease space in the building; however, our standards would have allowed a lease, because the building met minimum local code requirements and the Fire Safety Act of 1992. In order to reduce GSA's potential fire risk in space leased in high-rise office buildings, the Fire Protection Engineers recommended additional technical modifications to our standards to address this potential fire safety risk. This RSL implements that recommendation by establishing additional requirements for when space is leased on or above the 6th floor in high-rise office buildings. This new language is similar to the language utilized prior to the issuance of PER-96-04.
- c. Primary changes in procedures from PE-2003-06 are—
  - (i) Requires the installation of an automatic sprinkler system in all buildings where the Federal Government leases some portion of space on or above the 6<sup>th</sup> floor, regardless of the amount of space leased in the building. Sprinklers shall be installed up to and including the highest floor of Government occupancy, except in instances where the total amount of space to be leased in a building totals 35,000 square feet or more. In such instances, the requirement for the entire building to be sprinklered, as stated under the previous RSL, still applies.
  - (ii) Clarifies language within the Fire Protection and Life Safety paragraphs of the SFO.
  - (iii) Clarifies language within the GSA Form 3626, U.S. Government Lease for Real Property (Short Form).
  - (iv) Clarifies both versions of the Prelease Fire Protection & Life Safety Evaluation (High-Rise and Low-Rise) forms, regarding their applicability and the information to be surveyed.
  - (v) Assigns official GSA form numbers to the prelease forms.
- 3. Effective Date/Expiration Date. These instructions and form changes are effective immediately for all new SFOs prepared on or after the date of issuance, and will expire 12 months from the date of issuance, unless extended or canceled. Specialists shall apply these instructions for ongoing acquisitions as appropriate.
- 4. Cancellation. Realty Services Letter PE-2003-06, *Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition*, dated September 30, 2003 is canceled.
- 5. Applicability. All real property leasing activities.
- 6. Instructions/Procedures. Detailed guidance is included as Attachment 1. The following is a summary of attachments:
  - a. Attachment 1 – Fire Protection, Life Safety, and Environmental Business Practices for Lease Acquisitions.
  - b. Attachment 2 – GSA Form 3626, U.S. Government Lease for Real Property (Short Form).
  - c. Attachment 3 – GSA Form 12000, Prelease Fire Protection & Life Safety Evaluation for a Low-rise Building.

- d. Attachment 4 – GSA Form 12001, Prelease Fire Protection & Life Safety Evaluation for a High-rise Building.
- e. Attachment 5 – SFO Fire Protection & Life Safety Paragraphs.

## Attachments

## **Fire Protection, Life Safety, and Environmental Business Practices for Lease Acquisitions**

### **1. General Requirements.**

- a. Realty Specialists shall consult as necessary with the appropriate regional safety specialists, fire protection engineers, and environmental engineers throughout the lease acquisition process.
- b. Realty Specialists shall assure in all leases (except temporary leases) that—
  - i. A complete review of open conditions in the Inventory Reporting Information System (IRIS) database is performed and all conditions that do not meet the standards of this Realty Services Letter (RSL) are to be resolved prior to executing leases at the same location. Realty specialists can access the IRIS database at [http://pbsportal.pbs.gsa.gov/IRIS\\_Safety/](http://pbsportal.pbs.gsa.gov/IRIS_Safety/).
  - ii. Offerors are aware of their responsibility to provide and maintain space that is free of hazardous materials according to applicable Federal, State, and local environmental regulations.
  - iii. Offerors provide a copy of the valid certificate of occupancy issued by the local jurisdiction prior to occupancy. If the local jurisdiction does not issue a certificate of occupancy, the Offeror shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided. Realty Specialists are encouraged to remind offerors of this requirement when sending out letters requesting "Final Proposal Revisions."
  - iv. Offerors complete the applicable Prelease Fire Protection & Life Safety Evaluation. Realty Specialists shall obtain a review of the submitted form by a GSA Fire Protection Engineer. The Offerors shall complete either:
    - (a) Prelease Fire Protection & Life Safety Evaluation for a Low-Rise Building, or
    - (b) Prelease Fire Protection & Life Safety Evaluation for a High-Rise Building.
  - v. Offerors provide scaled drawing(s) of the entire floor or floors in which space is being offered in the building and of the floor level of exit discharge and that drawing(s) include the locations of all exit stairs, elevators, and the space(s) being offered to the Government. Realty Specialists shall obtain a review of the submitted drawings by a GSA Fire Protection Engineer.
  - vi. Offered space provides unrestricted access to a minimum of two remote exits on each floor of Government occupancy.
  - vii. Offered space meets or will be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.

- viii. Offered space meets or will be upgraded to meet prior to occupancy, the applicable fire alarm system and automatic fire sprinkler system requirements. See paragraphs 1.c.(i) and 1.c.(ii).
- ix. Offered space located below-grade, including parking garage areas, and all hazardous areas within the entire building (including non-Government areas) are protected or will be protected prior to occupancy by automatic fire sprinkler systems or an equivalent level of safety.
- x. Scissor stairs are counted as only one approved exit.
- xi. Open-air exterior fire escapes are not counted as an approved exit.
- c. Where applicable, Realty Specialists shall obtain written confirmation from Offerors to assure that offered space meets or will be upgraded to meet prior to occupancy the applicable fire alarm system and automatic fire sprinkler system requirements described below –
  - i. *Fire alarm system requirements.*
    - (a) A building-wide fire alarm system shall be installed when the Federal Government leases space, in one or more blocks, with some portion of the space located two or more stories in height above the lowest level of exit discharge (typically describes a building 3 stories or more in height). The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances (current as of date of the solicitation) adopted by the jurisdiction in which the offered space is located.
    - (b) The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or NFPA 72, *National Fire Alarm Code*. The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.
  - ii. *Automatic fire sprinkler requirements.*
    - (a) When the Federal Government leases space in one or more blocks, with some portion of the space on or above the 6th floor, the building up to and including the highest floor of government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety. This requirement does not apply to lease extensions and to the exercise of renewal options when the initial lease was entered into before the applicability of this RSL.
    - (b) The Fire Administration Authorization Act of 1992 (Federal Fire Safety Act) requires the following: when the Federal Government leases 35,000 square feet or more of space, in one or more blocks, with some portion of the space on or above the 6th floor, the entire building shall be protected by an automatic fire sprinkler system or an equivalent level of safety. The subject Act does not require the installation of an automatic fire sprinkler system or equivalent level of safety solely as a result of the leasing of additional space below the 6th floor. See paragraph 5, Equivalent Level of Safety Evaluation Procedures, if an Offeror proposes to satisfy this requirement by providing an equivalent level of safety. This requirement does not apply to lease extensions and to the exercise of renewal options when the initial lease was entered into before October 26, 1992.

2. Definitions.

- a. *Hazardous areas* means those areas in a building referred to as hazardous areas in NFPA 101, *Life Safety Code*, or any successor standard thereto. Examples include areas used for the storage of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc.
- b. *Equivalent level of safety* means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems. (See 41 CFR 102-80 for guidance on conducting an equivalent level of safety analysis.)
- c. *Automatic fire sprinkler system* means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*. The system is usually activated by heat from a fire and discharges water over the fire area. The system includes an adequate water supply.
- d. *High-Rise building* means a building greater than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 6 stories or more in height is typically considered a high-rise building.
- e. *Low-Rise building* means a building less than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 5 stories or less in height is typically considered a low-rise building.

3. Buildings that are Constructed. Realty Specialists shall enforce additional standards for buildings that are constructed in response to an SFO.

- a. Buildings shall be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located. In addition, the offered space shall meet the applicable egress requirements in NFPA 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.
- b. If the lease provides the Government with an option to purchase, the GSA adopted nationally recognized codes and requirements apply (see latest edition of the Facilities Standards for the Public Buildings Service, PBS-P100), as well as State and local government codes.

4. Temporary Leases. Realty Specialists shall ensure that space leased not longer than 6 months has a valid Certificate of Occupancy and is in compliance with all applicable local codes and ordinances adopted by the jurisdiction in which the building is located.

5. Equivalent Level of Safety Evaluation Procedures. When an Offeror proposes an equivalent level of safety, the Realty Specialist shall require the Offeror to submit, for Government review and approval, a fire protection engineering analysis, performed by a qualified fire protection engineer, demonstrating that an equivalent level of safety for the offered building exists. (See 41 CFR 102-80 for guidance on an equivalent level of safety analysis.)

6. SFO Requirements.

- a. Simplified Lease minimum requirements have been updated on GSA Form 3626, U.S. Government Lease for Real Property (Short Form) (Attachment 2).

- b. SFO minimum mandatory requirements for fire protection, safety and environmental paragraphs are –
  - i. Certificate of Occupancy (revised paragraph attached),
  - ii. Fire Protection and Life Safety (revised paragraph attached),
  - iii. OSHA Requirements,
  - iv. Asbestos (choose one),
  - v. Radon in Air (choose one),
  - vi. Hazardous Materials,
  - vii. Ventilation,
  - viii. Indoor Air Quality, and
  - ix. Maintenance and Testing of Systems.
- c. Several SFO safety and environmental paragraphs are mandatory under certain conditions. Those paragraphs are –
  - i. Automatic Fire Sprinkler System (revised paragraph attached),
  - ii. Fire Alarm Systems (revised paragraph attached),
  - iii. Radon in Water - Use when water will be supplied from a non-public source.
  - iv. Recycling - Use when State or local law, code, or ordinance require recycling programs for the space to be provided or where local markets for recovered materials exist.
  - v. Elevators - Use when space will be offered in multi-story buildings.
- d. Leasing forms and the SFO with all mandatory and optional paragraphs are available at <http://insite.pbs.gsa.gov/leasingform/standcla.htm> and at [www.gsa.gov/leasingform/](http://www.gsa.gov/leasingform/). Realty Specialists are encouraged to update their individual solicitations on a transactional basis to communicate this additional submittal requirement.

**U.S. GOVERNMENT LEASE FOR REAL PROPERTY  
(Short Form)**

1. LEASE NUMBER \_\_\_\_\_

**PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)**

**A. REQUIREMENTS**

The Government of the United States of America is seeking to lease approximately \_\_\_\_\_ rentable square feet of \_\_\_\_\_ space located in \_\_\_\_\_ for occupancy not later than \_\_\_\_\_ (date) for a term of \_\_\_\_\_. Rentable space must yield a minimum of \_\_\_\_\_ square feet of ANSI/BOMA Office Area (previously Usable) for use by Tenant for personnel, furnishing, and equipment.  
**INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS \_\_\_\_\_.**

**B. STANDARD CONDITIONS AND REQUIREMENTS**

The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (hereinafter called the GOVERNMENT):

Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone restoration or rehabilitation for the intended use.

The Lessor shall provide a valid Certificate of Occupancy for the intended use of the Government and shall meet, maintain, and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances. If space is offered in a building to be constructed for lease to the Government, the building must be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located.

Offered space shall meet or be upgraded to meet the applicable egress requirements in National Fire Protection Association (NFPA) 101, *Life Safety Code* or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government. Offered space located below-grade, including parking garage areas, and all areas referred to as "hazardous areas" (defined in NFPA 101) within the entire building (including non-Government areas), shall be protected by an automatic sprinkler system or an equivalent level of safety. Additional automatic fire sprinkler requirements will apply when offered space is located on or above the 6<sup>th</sup> floor. Unrestricted access to a minimum of two remote exits shall be provided on each floor of Government occupancy. Scissor stairs shall be counted as only one approved exit. Open-air exterior fire escapes will not be counted as an approved exit. Additional fire alarm system requirements will apply when offered space is located 2 or more stories in height above the lowest level of exit discharge.

The Building and the leased space shall be accessible to workers with disabilities in accordance with the Americans With Disabilities Act Accessibility Guidelines (36 CFR Part 1191, App. A) and the Uniform Federal Accessibility Standards (Federal Register vol. 49, No. 153, August 7, 1984, reissued as FED. STD. 795, dated April 1, 1988, and amended by Federal Property Management Regulations CFR 41, Subpart 101-19.6, Appendix A, 54 FR 12628, March 28, 1989). Where standards conflict, the more stringent shall apply.

The leased space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials according to applicable Federal, State, and local environmental regulations.

Services, utilities, and maintenance will be provided daily, extending from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, toilets, lights, elevators, and Government office machines without additional payment.

The Lessor shall complete any necessary alterations within \_\_\_\_\_ days after receipt of approved layout drawings.

**2. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)**

<input type="checkbox"/> HEAT	<input type="checkbox"/> TRASH REMOVAL	<input type="checkbox"/> ELEVATOR SERVICE	<input type="checkbox"/> INITIAL & REPLACEMENT LAMPS, TUBES & BALLASTS	<input type="checkbox"/> OTHER (Specify below) _____
<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> CHILLED DRINKING WATER	<input type="checkbox"/> WINDOW WASHING	<input type="checkbox"/> PAINTING FREQUENCY _____	
<input type="checkbox"/> POWER (Special Equip.)	<input type="checkbox"/> AIR CONDITIONING	Frequency _____	Space _____	
<input type="checkbox"/> WATER (Hot & Cold)	<input type="checkbox"/> TOILET SUPPLIES	<input type="checkbox"/> CARPET CLEANING	Public Areas _____	
<input type="checkbox"/> SNOW REMOVAL	<input type="checkbox"/> JANITORIAL SERV. & SUPP.	Frequency _____		

**3. OTHER REQUIREMENTS**

Offerors should also include the following with their offers:

The estimated cost to prepare the space for occupancy by the Government and the Offeror's proposed amortization rate for tenant alterations.

**NOTE: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.**

**4. BASIS OF AWARD**

- ☐ THE ACCEPTABLE OFFER WITH THE LOWEST PRICE PER SQUARE FOOT, ACCORDING TO THE ANSI/BOMA Z65.1-1996 DEFINITION FOR BOMA USABLE OFFICE AREA, WHICH MEANS "THE AREA WHERE A TENANT NORMALLY HOUSES PERSONNEL AND/OR FURNITURE, FOR WHICH A MEASUREMENT IS TO BE COMPUTED."
- ☐ OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT, WITH THE FOLLOWING EVALUATION FACTORS BEING
- ☐ SIGNIFICANTLY MORE IMPORTANT THAN PRICE
  - ☐ APPROXIMATELY EQUAL TO PRICE
  - ☐ SIGNIFICANTLY LESS IMPORTANT THAN PRICE
  - ☐ (Listed in descending order, unless stated otherwise): \_\_\_\_\_



**PART II - OFFER (To be completed by Offeror/Owner)****A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT**

5. NAME AND ADDRESS OF BUILDING (Include ZIP Code)	6. LOCATION(S) IN BUILDING	
	a. FLOOR(S)	b. ROOM NUMBER(S)
	c. RENTABLE SQ. FT.	d. TYPE <input type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> WAREHOUSE

**B. TERM**

To have and to hold, for the term commencing on \_\_\_\_\_ and continuing through \_\_\_\_\_ inclusive. The Government may terminate this lease at any time on or after \_\_\_\_\_, by giving at least \_\_\_\_\_ days notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

**C. RENTAL**

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

7. AMOUNT OF ANNUAL RENT	9. MAKE CHECKS PAYABLE TO (Name and address)	
8. RATE PER MONTH		
10a. NAME AND ADDRESS OF OWNER (Include ZIP code. If requested by the Government and the owner is a partnership or joint venture, list all General Partners, using a separate sheet, if necessary.)		
10b. TELEPHONE NUMBER OF OWNER	11. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT <input type="checkbox"/> OTHER (Specify)	
12. NAME OF OWNER OR AUTHORIZED AGENT	13. TITLE OF PERSON SIGNING	
14. SIGNATURE OF OWNER OR AUTHORIZED AGENT	15. DATE	16. OFFER REMAINS OPEN UNTIL 4:30 P.M.  (Date)

**PART III - AWARD (To be completed by Government)**

Your offer is hereby accepted. This award consummates the lease which consists of the following documents: (a) this GSA Form 3626, (b) Representations and Certifications, (c) the Government's General Clauses, and (d) the following changes or additions made or agreed to by you:

**THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.**

17a. NAME OF CONTRACTING OFFICER (Type or Print)	17b. SIGNATURE OF CONTRACTING OFFICER	17c. DATE
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**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

The Offeror or the Offeror's representative shall complete this form based on a walk-through of the building or their knowledge of the building's fire protection and life safety systems. This form consists of a series of short answer and yes/no/not applicable questions related to the building's fire protection and life safety systems.

1. Fundamental Code Requirements.

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

2. Definitions.

- a. Low-Rise Building: A building less than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 5 stories or less in height is typically considered a low-rise building.
- b. Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA 101, *Life Safety Code*).

The Offeror states, as part of this offer, that the proposed space/building is as described below and that the information provided is accurate. In addition, the Offeror agrees all features and devices described below are in operating order and properly maintained. **THIS SFO PRELEASE FORM WILL BE COMPLETED BY THE OFFEROR OR THE OFFEROR'S REPRESENTATIVE.** Please provide additional pages should this form not provide sufficient space to respond adequately to any question.

**BUILDING ADDRESS**

Building Name:  
Building Address:  
City:  
State:  
9-Digit Zip Code:

**BUILDING CODE AND FIRE CODE ADOPTED BY LOCAL JURISDICTION**

Building Code:		YEAR:	
Fire Code:		YEAR:	

**SIZE AND LAYOUT**

The following information applies to (check one):  
☐ an existing building  
☐ a building planned for lease construction  
☐ a building planned for lease construction with Government option to purchase

Identify each floor in which space is offered to Government:

Identify gross square footage of space offered to Government on each floor:

Identify height (in feet) of the building above the lowest level of fire department vehicle access:

Identify the number of floors above the lowest level of fire department vehicle access:

Identify the number of floors below the lowest level of fire department vehicle access:

**OTHER OCCUPANCIES IN BUILDING (Check All That Apply)**

<input type="checkbox"/> Restaurants	<input type="checkbox"/> Laboratories	<input type="checkbox"/> Storage	<input type="checkbox"/> Retail	<input type="checkbox"/> Other (list)
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**PRELIMINARY**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

**BUILDING CONSTRUCTION TYPE (Check One)**

<input type="checkbox"/> Fire resistive	<input type="checkbox"/> Heavy Timber	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Unprotective non-combustible
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**VERTICAL OPENINGS (CHECK ONE)**

Between Two or More Floors		
Exit Stairways	<input type="checkbox"/> open	<input type="checkbox"/> enclosed with doors, provide description
Shafts	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
Atrium	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
Other	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
None	<input type="checkbox"/>	

**ELECTRICAL SYSTEM**

Please Check YES, NO, or NA to the following question:	YES	NO	NA
The building electrical system appears to comply with the NFPA 70, <i>National Electrical Code</i> in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.			

**BUILDING EGRESS AND EXITING SYSTEM**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Unrestrictive access is provided to a minimum of two exits on each floor.			
Scissor stairs count as only one approved exit.			
Fire escapes are not counted as an approved exit.			
Corridors have a 1-hour fire-resistive rating.			
Exit access is at least 44 inches wide.			
All exit stairways terminate directly at a public way or at an exterior exit discharge.			
All exit doors swing in the direction of exit travel.			

**BUILDINGS PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exit access doors shall not be less than <b>one-third</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 300 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 100 feet in length.			

**BUILDINGS NOT PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
The minimum separation distance between two exits or exit-access doors measured in a straight line between the exits or exit-access doors shall not be less than <b>one-half</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 200 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 75 feet in length.			

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

**STANDPIPES AND PORTABLE FIRE EXTINGUISHERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Standpipes are installed in building.			
Portable fire extinguishers are installed in building.			

**BUILDING EXIT HARDWARE AND EGRESS DOORS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic-closing; and self-latching.			
In an emergency, all exit stairway doors permit re-entry from the exit stairway enclosure to the interior of the building.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			

**AUTOMATIC FIRE SPRINKLERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Automatic fire sprinklers are installed throughout the building.			
Automatic fire sprinklers are installed in all below-grade space.			
Automatic fire sprinklers are installed only in corridors.			
Automatic fire sprinklers are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Automatic fire sprinklers are installed in other locations in the building (describe locations on additional sheet).			
Central Sprinkler Company's Omega line of fire sprinklers are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
Automatic fire sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
The automatic fire sprinkler system is electronically supervised in accordance with NFPA 13, <i>Standard for Installation of Sprinkler Systems</i> .			
The automatic fire sprinkler system is maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> .			

**SMOKE DETECTORS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Smoke detectors are installed throughout the building.			
Smoke detectors are installed only in corridors.			
Smoke detectors are installed only in elevator lobbies.			
Smoke detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Smoke detectors are installed in other locations in the building (describe other locations on additional sheet).			
Duct smoke detectors are installed in the building.			

**HEAT DETECTORS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Heat detectors are installed throughout the building.			
Heat detectors are installed only in corridors.			
Heat detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Heat detectors are installed in other locations in the building (describe other locations on additional sheet).			

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

<b>FIRE ALARM SYSTEM</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
A fire alarm system is installed in the building.			
Audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.			
Visible alarm notification appliances are installed and located throughout the building.			
Operation of the fire alarm system automatically notifies building occupants to evacuate or relocate within the building.			
Operation of the fire alarm system automatically notifies the local fire department or UL central station service.			
Emergency power is provided for the fire alarm system.			
The fire alarm system has emergency voice communication capabilities.			
The fire alarm system is maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm Code</i> .			
<b>HAZARDOUS AREAS</b> Hazardous Areas as defined by NFPA 101, <i>Life Safety Code</i>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Hazardous areas are located in the building.			
List locations of all hazardous areas in the building (describe locations on additional sheet).			
<b>EXIT SIGNS, EMERGENCY LIGHTING, &amp; EMERGENCY POWER</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Illuminated exit signs are installed along exit paths.			
Emergency lighting is installed along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
<b>INTERIOR FINISH</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Offered space has corkboard installed on walls.			
Offered space has carpet installed on walls.			
Offered space has wood paneling installed on walls.			
<b>ELEVATORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevators recall to an alternate level when activated by primary level smoke detector.			
Elevators are equipped with firemen's manual capture feature.			
<b>PUBLIC ADDRESS SYSTEMS</b>			
<b>Please Check YES, NO, or NA to the following question:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
An independent public address system is provided throughout the building.			

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

The Offeror and the licensed fire protection engineer shall complete Parts A and B of this form. Part A consists of a series of short answer and yes/no/not applicable questions related to the building's fire protection and life safety systems. Part B is a detailed narrative report based on a walk-through of the building that includes the review of life safety system preventative maintenance records. The fire protection engineer shall prepare the detailed narrative report. The detailed narrative report and assessment of the building's features and life safety systems shall address at a minimum the items noted in Part B, *Office Building Profile*; as they apply to the offered building. In addition, the detailed narrative report shall include all deficiencies that do not meet the specified criteria with the associated code reference as well as recommended corrective action(s).

1. Fundamental Code Requirements.

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

2. Definitions.

- a. High-rise building: A building greater than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 6 stories or more in height is typically considered a high-rise building.
- b. Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA 101, *Life Safety Code*).

The Offeror states, as part of this offer, that the proposed space/building is as described below and that the information provided is accurate. In addition, the Offeror agrees all features and devices described below are in operating order and properly maintained. **BOTH THE OFFEROR AND THE FIRE PROTECTION ENGINEER WILL MAKE THIS EVALUATION. THE FIRE PROTECTION ENGINEER'S OFFICIAL STAMP (PROFESSIONAL LICENSE) MUST BE PLACED ON BOTH PART A AND PART B.** Please provide additional pages should this form not provide sufficient space to respond adequately to any question.

**PRELASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

**PART A**

**BUILDING ADDRESS**

Building Name:

Building Address:

City:

State:

9-Digit Zip Code:

**BUILDING CODE AND FIRE CODE ADOPTED BY LOCAL JURISDICTION**

Building Code:

YEAR:

Fire Code:

YEAR:

**SIZE AND LAYOUT**

The following information applies to (check one):

- ☐ an existing building  
☐ a building planned for lease construction  
☐ a building planned for lease construction with Government option to purchase

Identify each floor in which space is offered to Government:

Identify gross square footage of space offered to Government on each floor:

Identify height (in feet) of the building above the lowest level of fire department vehicle access:

Identify the number of floors above the lowest level of fire department vehicle access:

Identify the number of floors below the lowest level of fire department vehicle access:

**OTHER OCCUPANCIES IN BUILDING (Check All That Apply)**

☐ Restaurants ☐ Laboratories ☐ Storage ☐ Retail ☐ Other (list)

**BUILDING CONSTRUCTION TYPE (Check One)**

☐ Fire resistive ☐ Heavy Timber ☐ Ordinary ☐ Wood Frame ☐ Unprotective non-combustible

**VERTICAL OPENINGS (CHECK ONE)**

Between Two or More Floors

Exit Stairways ☐ open ☐ enclosed with doors, provide description

Shafts ☐ open ☐ enclosed, provide description

Atrium ☐ open ☐ enclosed, provide description

Other ☐ open ☐ enclosed, provide description

None ☐

**ELECTRICAL SYSTEM**

Please Check YES, NO, or NA to the following question:

YES

NO

NA

The building electrical system appears to comply with the NFPA 70, *National Electrical Code* in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.

**PRELEASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

**BUILDING EGRESS AND EXITING SYSTEM**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Unrestrictive access is provided to a minimum of two exits on each floor.			
Scissor stairs count as only one approved exit.			
Fire escapes are not counted as an approved exit.			
Corridors have a 1-hour fire-resistive rating.			
Exit access is at least 44 inches wide.			
All exit stairways terminate directly at a public way or at an exterior exit discharge.			
All exit doors swing in the direction of exit travel.			

**BUILDINGS PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exit access doors shall not be less than <b>one-third</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 300 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 100 feet in length.			

**BUILDINGS NOT PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
The minimum separation distance between two exits or exit-access doors measured in a straight line between the exits or exit-access doors shall not be less than <b>one-half</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 200 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 75 feet in length.			

**STANDPIPES AND PORTABLE FIRE EXTINGUISHERS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
Standpipes are installed in building.			
Portable fire extinguishers are installed in building.			

**BUILDING EXIT HARDWARE AND EGRESS DOORS**

Please Check YES, NO, or NA to the following questions:	YES	NO	NA
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic-closing; and self-latching.			
In an emergency, all exit stairway doors permit re-entry from the exit stairway enclosure to the interior of the building.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			



**PRELEASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

<b>AUTOMATIC FIRE SPRINKLERS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Automatic fire sprinklers are installed throughout the building.			
Automatic fire sprinklers are installed in all below-grade space.			
Automatic fire sprinklers are installed only in corridors.			
Automatic fire sprinklers are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Automatic fire sprinklers are installed in other locations in the building (describe locations on additional sheet).			
Central Sprinkler Company's Omega line of fire sprinklers are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
Automatic fire sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
The automatic fire sprinkler system is electronically supervised in accordance with NFPA 13, <i>Standard for Installation of Sprinkler Systems</i> .			
The automatic fire sprinkler system is maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> .			
<b>SMOKE DETECTORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Smoke detectors are installed throughout the building.			
Smoke detectors are installed only in corridors.			
Smoke detectors are installed only in elevator lobbies.			
Smoke detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Smoke detectors are installed in other locations in the building (describe other locations on additional sheet).			
Duct smoke detectors are installed in the building.			
<b>HEAT DETECTORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Heat detectors are installed throughout the building.			
Heat detectors are installed only in corridors.			
Heat detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Heat detectors are installed in other locations in the building (describe other locations on additional sheet).			
<b>FIRE ALARM SYSTEM</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
A fire alarm system is installed in the building.			
Audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.			
Visible alarm notification appliances are installed and located throughout the building.			
Operation of the fire alarm system automatically notifies building occupants to evacuate or relocate within the building.			
Operation of the fire alarm system automatically notifies the local fire department or UL central station service.			
Emergency power is provided for the fire alarm system.			
The fire alarm system has emergency voice communication capabilities.			
The fire alarm system is maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm Code</i> .			

**PRELEASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

HAZARDOUS AREAS			
Hazardous Areas as defined by NFPA 101, <i>Life Safety Code</i>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Hazardous areas are located in the building.			
List locations of all hazardous areas in the building (describe locations on additional sheet).			
EXIT SIGNS, EMERGENCY LIGHTING, & EMERGENCY POWER			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Illuminated exit signs are installed along exit paths.			
Emergency lighting is installed along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
INTERIOR FINISH			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Offered space has corkboard installed on walls.			
Offered space has carpet installed on walls.			
Offered space has wood paneling installed on walls.			
ELEVATORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevators recall to an alternate level when activated by primary level smoke detector.			
Elevators are equipped with firemen's manual capture feature.			
PUBLIC ADDRESS SYSTEMS			
<b>Please Check YES, NO, or NA to the following question:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
An independent public address system is provided throughout the building.			

**PRELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

**PART B**  
**OFFICE BUILDING PROFILE**

1. General Information.

- a. Provide a copy of the certificate of occupancy issued by the local building official.
- b. Identify any cited citations or violations noted by the local jurisdiction regarding the building.
- c. Provide digital pictures of the building. Include exterior views showing the front of the building and all sides of the building.
- d. Provide a scaled drawing(s) of the entire floor or floors in which space is being offered in the building. The scaled drawing(s) shall include the locations of all exit stairs and elevators. Indicate on the drawing the proposed space being offered to the Government.
- e. Provide scaled drawings of the floor or floors where all exit stairs discharge.
- f. Identify the number of floors in the building (above and below grade)
- g. Identify the approximate gross square footage per floor in the building.
- h. Identify the proposed floors offered to the Government to occupy.
- i. Identify by location and describe hazardous/significant fuel load areas that, when ignited, would produce significant adverse effects to its buildings and occupants.
- j. Identify and describe potential fire ignition sources in hazardous/significant fuel load areas in the building. The proximity of the fuel source and the ignition source shall be described.

2. Building Construction.

- a. Identify and describe the type of construction for floors, walls, columns, and roof of the building.

3. Occupancy Classifications.

- a. Identify all the different types of occupancies on each floor of the subject building. Include mechanical equipment areas, storage areas, basement(s), etc.
- b. Identify if the building is separated or non-separated mixed use and what fire rated separation is provided.

4. Vertical Openings.

- a. Identify by location and describe the enclosure of vertical openings through floors, such as stairways, hoistways for elevators, escalators, and shafts.
- b. Identify and describe the appropriateness of the firestop systems utilized in all penetrations of the enclosure of the vertical opening.

5. Means of Egress.

- a. Identify the number of exit stairs on each floor of the building. Interlocking (scissor) stairs count only as one exit stair.
- b. Identify the number of fire escapes serving the building. Fire escapes shall not be counted as an approved exit.
- c. For each exit stair, identify:
  - i. The clear width measurement between handrails.
  - ii. The location of where each exit stair discharges.
  - iii. If each exit stair enclosure allows re-entry from stair enclosure to the interior of the building.
  - iv. Describe all penetrations into and openings through each exit stair enclosure assembly.
  - v. Describe any headroom obstruction within each exit stair enclosure.
  - vi. Describe if any exit stair has been compromised in such a way to have the potential to interfere with its use as an exit; and
  - vii. Exit stair remoteness.
- d. Identify and describe all exit doors that do not swing in the direction of exit travel.
- e. Identify and describe if all exit stair doors are self-closing and self-latching.
- f. Identify and describe if all fire doors are in proper working order.
- g. Identify by floor and describe the exit access system (i.e., corridor or open plan office concept).
- h. Identify by location and describe any concern regarding the exit signage within the building.
- i. Describe the building's emergency lighting system.

**PRELASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

- j. Identify and describe if emergency power is provided within the building.
  - k. If emergency power for life safety systems is provided by generator(s) or UPS systems describe if they are tested and maintained in accordance with NFPA 110, *Standard for Emergency and Standby Power Systems* or NFPA 111, *Standard on Stored Electrical Energy Emergency and Standby Power Systems* as applicable.
6. Automatic Fire Suppression Systems.
- a. Identify and describe if the building is protected or not protected throughout by an automatic fire sprinkler system. If the building is not protected throughout by an automatic fire sprinkler system, identify areas of the building where partial fire sprinkler protection is provided.
  - b. Identify and describe all areas within the building that are protected by different types of automatic fire sprinkler systems (e.g., dry, wet, pre-action, etc.).
  - c. Identify and describe any other fire suppression systems installed within the building.
  - d. Identify and describe the types of standpipes installed in the building.
  - e. If automatic fire sprinkler systems are provided in the building describe if they are tested and maintained in accordance with the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.
7. Fire Alarm System.
- a. Identify and describe the age, type, manufacturer and model of fire alarm system.
  - b. Describe if the fire alarm system is connected to a U.L. listed Central Station Service or to the local fire department.
  - c. Describe in detail the operation of the fire alarm system.
  - d. Describe how the audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.
  - e. Describe if the fire alarm system has emergency voice communication capabilities.
  - f. Identify by location the installation of smoke detectors in the building.
  - g. Identify by location the installation of heat detectors in the building.
  - h. Identify by location the installation of duct smoke detectors in the building.
  - i. Identify and describe the HVAC fan shutdown features
  - j. Describe in detail if the fire alarm system is tested and maintained in accordance with the applicable local codes or NFPA 72, *National Fire Alarm Code*.
8. Interior Finish.
- a. Identify carpeting installed in any exit stairs and/or walls within the building.
9. Elevators.
- a. Verify the elevators have a current certificate of elevator inspection from the local jurisdiction.
  - b. Identify and describe the emergency recall operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase I Emergency Recall Operation requirements.
  - c. Identify and describe the emergency in car operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase II Emergency In-Car Operation requirements.
  - d. Identify and describe if the elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service

**RELEASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

**STATEMENT OF FIRE PROTECTION ENGINEER (FPE)**

I hereby attest that I have performed a full assessment of the subject premises; and that the above information is complete and accurate to the best of my knowledge. I have initialed at the bottom of each page. My official stamp, professional license information, and signature are affixed below.

I have included findings, recommended corrective action(s), and made specific references to the applicable code sections as an attachment to this report. Such findings specifically identify instances where the building does not comply with the specified criteria, and recommendations have been made in order to rectify the situation and assure substantial compliance of the building to all applicable criteria.

(If no deficiencies were identified, during the evaluation, please explicitly state so in the findings and recommendations portion of the report.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_ ( ) - \_\_\_\_\_

License Number: \_\_\_\_\_

Stamp Here: \_\_\_\_\_

**OFFEROR'S STATEMENT OF CORRECTION**

In the event any of the offered space does not meet the above criteria, the Offeror shall attach a sheet describing the exact nature of the deficiency, and the Offeror shall attest below that all work required to bring the offered space into full compliance with all applicable criteria will be completed at the Offeror's sole cost and expense prior to the Government's acceptance of the offered space under the terms of any prospective lease agreement.

**NOTE: REPORTS SUBMITTED WITHOUT THE FPE'S FINDINGS, RECOMMENDED CORRECTIVE ACTIONS AND CODE REFERENCES WILL BE RETURNED WITHOUT REVIEW BY THE GSA REGIONAL FIRE PROTECTION ENGINEERING OFFICE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

**FIRE PROTECTION AND LIFE SAFETY  
REVISED SFO PARAGRAPHS**

**CERTIFICATE OF OCCUPANCY (MAY 2005)**

The Lessor shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the Government and shall maintain and operate the building in conformance with current local codes and ordinances. If the local jurisdiction does not issue Certificates of Occupancy, the Offeror shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided.

**FIRE PROTECTION AND LIFE SAFETY (MAY 2005)**

- A. Offered space shall meet or be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.
- B. Offered space shall provide unrestrictive access to a minimum of two remote exits on each floor of Government occupancy. Scissor stairs shall only be counted as one approved exit. Open air exterior fire escapes shall not be counted as an approved exit.

**AUTOMATIC FIRE SPRINKLER SYSTEM (MAY 2005)**

- A. Offered space located below-grade, including parking garage areas, and all areas in a building referred to as "hazardous areas" (defined in NFPA 101) that are located within the entire building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For buildings in which any portion of the offered space is on or above the sixth floor, then, at a minimum, the building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- C. For buildings in which any portion of the offered space is on or above the sixth floor, and lease of the offered space will result, either individually or in combination with other Government leases in the offered building, in the Government leasing 35,000 square feet or more ANSI/BOMA Office Area square feet of space in the offered building, then the entire building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.
- D. Automatic sprinkler system(s) shall be maintained in accordance with the requirements of the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*.

E. Definitions:

1. "Automatic sprinkler system" means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with National Fire Protection Association (NFPA) 13, *Installation of Sprinkler Systems*. The system is usually activated by heat from fire and discharges water over the fire area. The system includes an adequate water supply.
2. "Equivalent level of safety" means an alternative design or system (which may include automatic sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic sprinkler systems.

**FIRE ALARM SYSTEM (MAY 2005)**

- A. A building-wide fire alarm system shall be installed in buildings in which any portion of the offered space is located 2 or more stories above the lowest level of exit discharge. The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances (current as of the date of this SFO) adopted by the jurisdiction in which the building is located.
- B. The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or NFPA 72, *National Fire Alarm Code*. The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.

**Fire Protection, Life Safety, and Environmental  
Business Practices for Lease Acquisitions**

1. General Requirements.

- a. Realty Specialists shall consult as necessary with the appropriate regional safety specialists, fire protection engineers, and environmental engineers throughout the lease acquisition process.
- b. Realty Specialists shall assure in all leases (except temporary leases) that—
  - i. A complete review of open conditions in the Inventory Reporting Information System (IRIS) database is performed and all conditions that do not meet the standards of this Realty Services Letter (RSL) are to be resolved prior to executing leases at the same location. Realty specialists can access the IRIS database at [http://pbsportal.pbs.gsa.gov/IRIS\\_Safety/](http://pbsportal.pbs.gsa.gov/IRIS_Safety/).
  - ii. Offerors are aware of their responsibility to provide and maintain space that is free of hazardous materials according to applicable Federal, State, and local environmental regulations.
  - iii. Offerors provide a copy of the valid certificate of occupancy issued by the local jurisdiction prior to occupancy. If the local jurisdiction does not issue a certificate of occupancy, the Offeror shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided. Realty Specialists are encouraged to remind offerors of this requirement when sending out letters requesting “Final Proposal Revisions.”
  - iv. Offerors complete the applicable Prelease Fire Protection & Life Safety Evaluation. Realty Specialists shall obtain a review of the submitted form by a GSA Fire Protection Engineer. The Offerors shall complete either:
    - (a) Prelease Fire Protection & Life Safety Evaluation for a Low-Rise Building, or
    - (b) Prelease Fire Protection & Life Safety Evaluation for a High-Rise Building.
  - v. Offerors provide scaled drawing(s) of the entire floor or floors in which space is being offered in the building and of the floor level of exit discharge and that drawing(s) include the locations of all exit stairs, elevators, and the space(s) being offered to the Government. Realty Specialists shall obtain a review of the submitted drawings by a GSA Fire Protection Engineer.
  - vi. Offered space provides unrestricted access to a minimum of two remote exits on each floor of Government occupancy.
  - vii. Offered space meets or will be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.



- viii. Offered space meets or will be upgraded to meet prior to occupancy, the applicable fire alarm system and automatic fire sprinkler system requirements. See paragraphs 1.c.(i) and 1.c.(ii).
- ix. Offered space located below-grade, including parking garage areas, and all hazardous areas within the entire building (including non-Government areas) are protected or will be protected prior to occupancy by automatic fire sprinkler systems or an equivalent level of safety.
- x. Scissor stairs are counted as only one approved exit.
- xi. Open-air exterior fire escapes are not counted as an approved exit.
- c. Where applicable, Realty Specialists shall obtain written confirmation from Offerors to assure that offered space meets or will be upgraded to meet prior to occupancy the applicable fire alarm system and automatic fire sprinkler system requirements described below –
  - i. *Fire alarm system requirements.*
    - (a) A building-wide fire alarm system shall be installed when the Federal Government leases space, in one or more blocks, with some portion of the space located two or more stories in height above the lowest level of exit discharge (typically describes a building 3 stories or more in height). The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances (current as of date of the solicitation) adopted by the jurisdiction in which the offered space is located.
    - (b) The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or NFPA 72, *National Fire Alarm Code*. The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.
  - ii. *Automatic fire sprinkler requirements.*
    - (a) When the Federal Government leases space in one or more blocks, with some portion of the space on or above the 6th floor, the building up to and including the highest floor of government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety. This requirement does not apply to lease extensions and to the exercise of renewal options when the initial lease was entered into before the applicability of this RSL.
    - (b) The Fire Administration Authorization Act of 1992 (Federal Fire Safety Act) requires the following: when the Federal Government leases 35,000 square feet or more of space, in one or more blocks, with some portion of the space on or above the 6th floor, the entire building shall be protected by an automatic fire sprinkler system or an equivalent level of safety. The subject Act does not require the installation of an automatic fire sprinkler system or equivalent level of safety solely as a result of the leasing of additional space below the 6th floor. See paragraph 5, Equivalent Level of Safety Evaluation Procedures, if an Offeror proposes to satisfy this requirement by providing an equivalent level of safety. This requirement does not apply to lease extensions and to the exercise of renewal options when the initial lease was entered into before October 26, 1992.

2. Definitions.

- a. *Hazardous areas* means those areas in a building referred to as hazardous areas in NFPA 101, *Life Safety Code*, or any successor standard thereto. Examples include areas used for the storage of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc.
- b. *Equivalent level of safety* means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems. (See 41 CFR 102-80 for guidance on conducting an equivalent level of safety analysis.)
- c. *Automatic fire sprinkler system* means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*. The system is usually activated by heat from a fire and discharges water over the fire area. The system includes an adequate water supply.
- d. *High-Rise building* means a building greater than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 6 stories or more in height is typically considered a high-rise building.
- e. *Low-Rise building* means a building less than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 5 stories or less in height is typically considered a low-rise building.

3. Buildings that are Constructed. Realty Specialists shall enforce additional standards for buildings that are constructed in response to an SFO.

- a. Buildings shall be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located. In addition, the offered space shall meet the applicable egress requirements in NFPA 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.
- b. If the lease provides the Government with an option to purchase, the GSA adopted nationally recognized codes and requirements apply (see latest edition of the Facilities Standards for the Public Buildings Service, PBS-P100), as well as State and local government codes.

4. Temporary Leases. Realty Specialists shall ensure that space leased not longer than 6 months has a valid Certificate of Occupancy and is in compliance with all applicable local codes and ordinances adopted by the jurisdiction in which the building is located.

5. Equivalent Level of Safety Evaluation Procedures. When an Offeror proposes an equivalent level of safety, the Realty Specialist shall require the Offeror to submit, for Government review and approval, a fire protection engineering analysis, performed by a qualified fire protection engineer, demonstrating that an equivalent level of safety for the offered building exists. (See 41 CFR 102-80 for guidance on an equivalent level of safety analysis.)

6. SFO Requirements.

- a. Simplified Lease minimum requirements have been updated on GSA Form 3626, U.S. Government Lease for Real Property (Short Form) (Attachment 2).

- b. SFO minimum mandatory requirements for fire protection, safety and environmental paragraphs are –
  - i. Certificate of Occupancy (revised paragraph attached),
  - ii. Fire Protection and Life Safety (revised paragraph attached),
  - iii. OSHA Requirements,
  - iv. Asbestos (choose one),
  - v. Radon in Air (choose one),
  - vi. Hazardous Materials,
  - vii. Ventilation,
  - viii. Indoor Air Quality, and
  - ix. Maintenance and Testing of Systems.
- c. Several SFO safety and environmental paragraphs are mandatory under certain conditions. Those paragraphs are –
  - i. Automatic Fire Sprinkler System (revised paragraph attached),
  - ii. Fire Alarm Systems (revised paragraph attached),
  - iii. Radon in Water - Use when water will be supplied from a non-public source.
  - iv. Recycling - Use when State or local law, code, or ordinance require recycling programs for the space to be provided or where local markets for recovered materials exist.
  - v. Elevators - Use when space will be offered in multi-story buildings.
- d. Leasing forms and the SFO with all mandatory and optional paragraphs are available at <http://insite.pbs.gsa.gov/leasingform/standcla.htm> and at [www.gsa.gov/leasingform/](http://www.gsa.gov/leasingform/). Realty Specialists are encouraged to update their individual solicitations on a transactional basis to communicate this additional submittal requirement.

**U.S. GOVERNMENT LEASE FOR REAL PROPERTY  
(Short Form)**

1. LEASE NUMBER \_\_\_\_\_

**PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)**

**A. REQUIREMENTS**

The Government of the United States of America is seeking to lease approximately \_\_\_\_\_ rentable square feet of \_\_\_\_\_ space located in \_\_\_\_\_ for occupancy not later than \_\_\_\_\_ (date) for a term of \_\_\_\_\_. Rentable space must yield a minimum of \_\_\_\_\_ square feet of ANSI/BOMA Office Area (previously Usable) for use by Tenant for personnel, furnishing, and equipment.  
**INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS** \_\_\_\_\_.

**B. STANDARD CONDITIONS AND REQUIREMENTS**

The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (hereinafter called the GOVERNMENT):

Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone restoration or rehabilitation for the intended use.

The Lessor shall provide a valid Certificate of Occupancy for the intended use of the Government and shall meet, maintain, and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances. If space is offered in a building to be constructed for lease to the Government, the building must be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located.

Offered space shall meet or be upgraded to meet the applicable egress requirements in National Fire Protection Association (NFPA) 101, *Life Safety Code* or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government. Offered space located below-grade, including parking garage areas, and all areas referred to as "hazardous areas" (defined in NFPA 101) within the entire building (including non-Government areas), shall be protected by an automatic sprinkler system or an equivalent level of safety. Additional automatic fire sprinkler requirements will apply when offered space is located on or above the 6<sup>th</sup> floor. Unrestricted access to a minimum of two remote exits shall be provided on each floor of Government occupancy. Scissor stairs shall be counted as only one approved exit. Open-air exterior fire escapes will not be counted as an approved exit. Additional fire alarm system requirements will apply when offered space is located 2 or more stories in height above the lowest level of exit discharge.

The Building and the leased space shall be accessible to workers with disabilities in accordance with the Americans With Disabilities Act Accessibility Guidelines (36 CFR Part 1191, App. A) and the Uniform Federal Accessibility Standards (Federal Register vol. 49, No. 153, August 7, 1984, reissued as FED. STD. 795, dated April 1, 1988, and amended by Federal Property Management Regulations CFR 41, Subpart 101-19.6, Appendix A, 54 FR 12628, March 28, 1989). Where standards conflict, the more stringent shall apply.

The leased space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials according to applicable Federal, State, and local environmental regulations.

Services, utilities, and maintenance will be provided daily, extending from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, toilets, lights, elevators, and Government office machines without additional payment.

The Lessor shall complete any necessary alterations within \_\_\_\_\_ days after receipt of approved layout drawings.

**2. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)**

<input type="checkbox"/> HEAT	<input type="checkbox"/> TRASH REMOVAL	<input type="checkbox"/> ELEVATOR SERVICE	<input type="checkbox"/> INITIAL & REPLACEMENT LAMPS, TUBES & BALLASTS	<input type="checkbox"/> OTHER
<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> CHILLED DRINKING WATER	<input type="checkbox"/> WINDOW WASHING		(Specify below)
<input type="checkbox"/> POWER (Special Equip.)	<input type="checkbox"/> AIR CONDITIONING	Frequency _____	<input type="checkbox"/> PAINTING FREQUENCY _____	
<input type="checkbox"/> WATER (Hot & Cold)	<input type="checkbox"/> TOILET SUPPLIES	<input type="checkbox"/> CARPET CLEANING	Space _____	
<input type="checkbox"/> SNOW REMOVAL	<input type="checkbox"/> JANITORIAL SERV. & SUPP.	Frequency _____	Public Areas _____	

**3. OTHER REQUIREMENTS**

Offerors should also include the following with their offers:

The estimated cost to prepare the space for occupancy by the Government and the Offeror's proposed amortization rate for tenant alterations.

**NOTE: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.**

**4. BASIS OF AWARD**

- ☐ THE ACCEPTABLE OFFER WITH THE LOWEST PRICE PER SQUARE FOOT, ACCORDING TO THE ANSI/BOMA Z65.1-1996 DEFINITION FOR BOMA USABLE OFFICE AREA, WHICH MEANS "THE AREA WHERE A TENANT NORMALLY HOUSES PERSONNEL AND/OR FURNITURE, FOR WHICH A MEASUREMENT IS TO BE COMPUTED."
- ☐ OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT, WITH THE FOLLOWING EVALUATION FACTORS BEING
- ☐ SIGNIFICANTLY MORE IMPORTANT THAN PRICE
  - ☐ APPROXIMATELY EQUAL TO PRICE
  - ☐ SIGNIFICANTLY LESS IMPORTANT THAN PRICE
  - ☐ (Listed in descending order, unless stated otherwise): \_\_\_\_\_

**PART II - OFFER (To be completed by Offeror/Owner)****A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT**

5. NAME AND ADDRESS OF BUILDING <i>(Include ZIP Code)</i>	6. LOCATION(S) IN BUILDING	
	a. FLOOR(S)	b. ROOM NUMBER(S)
	c. RENTABLE SQ. FT.	d. TYPE <input type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> OTHER <i>(Specify)</i> <input type="checkbox"/> WAREHOUSE      _____

**B. TERM**

To have and to hold, for the term commencing on \_\_\_\_\_ and continuing through \_\_\_\_\_ inclusive. The Government may terminate this lease at any time on or after \_\_\_\_\_, by giving at least \_\_\_\_\_ days notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

**C. RENTAL**

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

7. AMOUNT OF ANNUAL RENT	9. MAKE CHECKS PAYABLE TO <i>(Name and address)</i>
8. RATE PER MONTH	

10a. NAME AND ADDRESS OF OWNER *(Include ZIP code. If requested by the Government and the owner is a partnership or joint venture, list all General Partners, using a separate sheet, if necessary.)*

10b. TELEPHONE NUMBER OF OWNER	11. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT <input type="checkbox"/> OTHER <i>(Specify)</i>	
12. NAME OF OWNER OR AUTHORIZED AGENT	13. TITLE OF PERSON SIGNING	
14. SIGNATURE OF OWNER OR AUTHORIZED AGENT	15. DATE	16. OFFER REMAINS OPEN UNTIL 4:30 P.M.  <i>(Date)</i>

**PART III - AWARD (To be completed by Government)**

Your offer is hereby accepted. This award consummates the lease which consists of the following documents: (a) this GSA Form 3626, (b) Representations and Certifications, (c) the Government's General Clauses, and (d) the following changes or additions made or agreed to by you:

**THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.**

17a. NAME OF CONTRACTING OFFICER <i>(Type or Print)</i>	17b. SIGNATURE OF CONTRACTING OFFICER	17c. DATE
---	---------------------------------------	-----------

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

The Offeror or the Offeror's representative shall complete this form based on a walk-through of the building or their knowledge of the building's fire protection and life safety systems. This form consists of a series of short answer and yes/no/not applicable questions related to the building's fire protection and life safety systems.

1. Fundamental Code Requirements.

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

2. Definitions.

- a. Low-Rise Building: A building less than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 5 stories or less in height is typically considered a low-rise building.
- b. Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA 101, *Life Safety Code*).

The Offeror states, as part of this offer, that the proposed space/building is as described below and that the information provided is accurate. In addition, the Offeror agrees all features and devices described below are in operating order and properly maintained. **THIS SFO RELEASE FORM WILL BE COMPLETED BY THE OFFEROR OR THE OFFEROR'S REPRESENTATIVE.** Please provide additional pages should this form not provide sufficient space to respond adequately to any question.

**BUILDING ADDRESS**

Building Name:  
Building Address:  
City:  
State:  
9-Digit Zip Code:

**BUILDING CODE AND FIRE CODE ADOPTED BY LOCAL JURISDICTION**

Building Code:		YEAR:	
Fire Code:		YEAR:	

**SIZE AND LAYOUT**

The following information applies to (check one):  
☐ an existing building  
☐ a building planned for lease construction  
☐ a building planned for lease construction with Government option to purchase

Identify each floor in which space is offered to Government:

Identify gross square footage of space offered to Government on each floor:

Identify height (in feet) of the building above the lowest level of fire department vehicle access:

Identify the number of floors above the lowest level of fire department vehicle access:

Identify the number of floors below the lowest level of fire department vehicle access:

**OTHER OCCUPANCIES IN BUILDING (Check All That Apply)**

☐ Restaurants    ☐ Laboratories    ☐ Storage    ☐ Retail    ☐ Other (list)

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

BUILDING CONSTRUCTION TYPE (Check One)				
<input type="checkbox"/> Fire resistive	<input type="checkbox"/> Heavy Timber	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Unprotective non-combustible
VERTICAL OPENINGS (CHECK ONE)				
Between Two or More Floors				
Exit Stairways	<input type="checkbox"/> open	<input type="checkbox"/> enclosed with doors, provide description		
Shafts	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description		
Atrium	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description		
Other	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description		
None	<input type="checkbox"/>			
ELECTRICAL SYSTEM				
Please Check YES, NO, or NA to the following question:		YES	NO	NA
The building electrical system appears to comply with the NFPA 70, <i>National Electrical Code</i> in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.				
BUILDING EGRESS AND EXITING SYSTEM				
Please Check YES, NO, or NA to the following questions:		YES	NO	NA
Unrestrictive access is provided to a minimum of two exits on each floor.				
Scissor stairs count as only one approved exit.				
Fire escapes are not counted as an approved exit.				
Corridors have a 1-hour fire-resistive rating.				
Exit access is at least 44 inches wide.				
All exit stairways terminate directly at a public way or at an exterior exit discharge.				
All exit doors swing in the direction of exit travel.				
BUILDINGS PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS				
Please Check YES, NO, or NA to the following questions:		YES	NO	NA
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exit access doors shall not be less than <b>one-third</b> the length of the maximum overall diagonal dimension of the building or area served.				
The travel distance to the exits is not more than 300 feet.				
The maximum length of a dead-end corridor is 50 feet.				
The common path of travel is not more than 100 feet in length.				
BUILDINGS NOT PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS				
Please Check YES, NO, or NA to the following questions:		YES	NO	NA
The minimum separation distance between two exits or exit-access doors measured in a straight line between the exits or exit-access doors shall not be less than <b>one-half</b> the length of the maximum overall diagonal dimension of the building or area served.				
The travel distance to the exits is not more than 200 feet.				
The maximum length of a dead-end corridor is 50 feet.				
The common path of travel is not more than 75 feet in length.				

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

STANDPIPES AND PORTABLE FIRE EXTINGUISHERS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Standpipes are installed in building.			
Portable fire extinguishers are installed in building.			
BUILDING EXIT HARDWARE AND EGRESS DOORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic-closing; and self-latching.			
In an emergency, all exit stairway doors permit re-entry from the exit stairway enclosure to the interior of the building.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			
AUTOMATIC FIRE SPRINKLERS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Automatic fire sprinklers are installed throughout the building.			
Automatic fire sprinklers are installed in all below-grade space.			
Automatic fire sprinklers are installed only in corridors.			
Automatic fire sprinklers are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Automatic fire sprinklers are installed in other locations in the building (describe locations on additional sheet).			
Central Sprinkler Company's Omega line of fire sprinklers are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
Automatic fire sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
The automatic fire sprinkler system is electronically supervised in accordance with NFPA 13, <i>Standard for Installation of Sprinkler Systems</i> .			
The automatic fire sprinkler system is maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> .			
SMOKE DETECTORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Smoke detectors are installed throughout the building.			
Smoke detectors are installed only in corridors.			
Smoke detectors are installed only in elevator lobbies.			
Smoke detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Smoke detectors are installed in other locations in the building (describe other locations on additional sheet).			
Duct smoke detectors are installed in the building.			
HEAT DETECTORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Heat detectors are installed throughout the building.			
Heat detectors are installed only in corridors.			
Heat detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Heat detectors are installed in other locations in the building (describe other locations on additional sheet).			



**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A LOW-RISE OFFICE BUILDING**

<b>FIRE ALARM SYSTEM</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
A fire alarm system is installed in the building.			
Audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.			
Visible alarm notification appliances are installed and located throughout the building.			
Operation of the fire alarm system automatically notifies building occupants to evacuate or relocate within the building.			
Operation of the fire alarm system automatically notifies the local fire department or UL central station service.			
Emergency power is provided for the fire alarm system.			
The fire alarm system has emergency voice communication capabilities.			
The fire alarm system is maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm Code</i> .			
<b>HAZARDOUS AREAS</b> Hazardous Areas as defined by NFPA 101, <i>Life Safety Code</i>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Hazardous areas are located in the building.			
List locations of all hazardous areas in the building (describe locations on additional sheet).			
<b>EXIT SIGNS, EMERGENCY LIGHTING, &amp; EMERGENCY POWER</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Illuminated exit signs are installed along exit paths.			
Emergency lighting is installed along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
<b>INTERIOR FINISH</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Offered space has corkboard installed on walls.			
Offered space has carpet installed on walls.			
Offered space has wood paneling installed on walls.			
<b>ELEVATORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevators recall to an alternate level when activated by primary level smoke detector.			
Elevators are equipped with firemen's manual capture feature.			
<b>PUBLIC ADDRESS SYSTEMS</b>			
<b>Please Check YES, NO, or NA to the following question:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
An independent public address system is provided throughout the building.			

**RELEASE**  
**FIRE PROTECTION AND LIFE SAFETY**  
**EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

The Offeror and the licensed fire protection engineer shall complete Parts A and B of this form. Part A consists of a series of short answer and yes/no/not applicable questions related to the building's fire protection and life safety systems. Part B is a detailed narrative report based on a walk-through of the building that includes the review of life safety system preventative maintenance records. The fire protection engineer shall prepare the detailed narrative report. The detailed narrative report and assessment of the building's features and life safety systems shall address at a minimum the items noted in Part B, *Office Building Profile*; as they apply to the offered building. In addition, the detailed narrative report shall include all deficiencies that do not meet the specified criteria with the associated code reference as well as recommended corrective action(s).

1. Fundamental Code Requirements.

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

2. Definitions.

- a. High-rise building: A building greater than 75 feet in height where the building height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied floor. A building that is 6 stories or more in height is typically considered a high-rise building.
- b. Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA 101, *Life Safety Code*).

The Offeror states, as part of this offer, that the proposed space/building is as described below and that the information provided is accurate. In addition, the Offeror agrees all features and devices described below are in operating order and properly maintained. **BOTH THE OFFEROR AND THE FIRE PROTECTION ENGINEER WILL MAKE THIS EVALUATION. THE FIRE PROTECTION ENGINEER'S OFFICIAL STAMP (PROFESSIONAL LICENSE) MUST BE PLACED ON BOTH PART A AND PART B.** Please provide additional pages should this form not provide sufficient space to respond adequately to any question.

**RELEASE  
FIRE PROTECTION AND LIFE SAFETY  
EVALUATION FOR A HIGH-RISE OFFICE BUILDING**

**PART A**

**BUILDING ADDRESS**

Building Name:  
Building Address:  
City:  
State:  
9-Digit Zip Code:

**BUILDING CODE AND FIRE CODE ADOPTED BY LOCAL JURISDICTION**

Building Code:		YEAR:	
Fire Code:		YEAR:	

**SIZE AND LAYOUT**

The following information applies to (check one):  
☐ an existing building  
☐ a building planned for lease construction  
☐ a building planned for lease construction with Government option to purchase

Identify each floor in which space is offered to Government:

Identify gross square footage of space offered to Government on each floor:

Identify height (in feet) of the building above the lowest level of fire department vehicle access:

Identify the number of floors above the lowest level of fire department vehicle access:

Identify the number of floors below the lowest level of fire department vehicle access:

**OTHER OCCUPANCIES IN BUILDING (Check All That Apply)**

☐ Restaurants ☐ Laboratories ☐ Storage ☐ Retail ☐ Other (list)

**BUILDING CONSTRUCTION TYPE (Check One)**

☐ Fire resistive ☐ Heavy Timber ☐ Ordinary ☐ Wood Frame ☐ Unprotective non-combustible

**VERTICAL OPENINGS (CHECK ONE)**

Between Two or More Floors

Exit Stairways	<input type="checkbox"/> open	<input type="checkbox"/> enclosed with doors, provide description
Shafts	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
Atrium	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
Other	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description
None	<input type="checkbox"/>	

**ELECTRICAL SYSTEM**

Please Check YES, NO, or NA to the following question:	YES	NO	NA
The building electrical system appears to comply with the NFPA 70, <i>National Electrical Code</i> in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.			

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BUILDING EGRESS AND EXITING SYSTEM			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Unrestrictive access is provided to a minimum of two exits on each floor.			
Scissor stairs count as only one approved exit.			
Fire escapes are not counted as an approved exit.			
Corridors have a 1-hour fire-resistive rating.			
Exit access is at least 44 inches wide.			
All exit stairways terminate directly at a public way or at an exterior exit discharge.			
All exit doors swing in the direction of exit travel.			
BUILDINGS PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exit access doors shall not be less than <b>one-third</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 300 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 100 feet in length.			
BUILDINGS NOT PROTECTED THROUGHOUT BY AUTOMATIC FIRE SPRINKLERS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
The minimum separation distance between two exits or exit-access doors measured in a straight line between the exits or exit-access doors shall not be less than <b>one-half</b> the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 200 feet.			
The maximum length of a dead-end corridor is 50 feet.			
The common path of travel is not more than 75 feet in length.			
STANDPIPES AND PORTABLE FIRE EXTINGUISHERS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Standpipes are installed in building.			
Portable fire extinguishers are installed in building.			
BUILDING EXIT HARDWARE AND EGRESS DOORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic-closing; and self-latching.			
In an emergency, all exit stairway doors permit re-entry from the exit stairway enclosure to the interior of the building.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			

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<b>AUTOMATIC FIRE SPRINKLERS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Automatic fire sprinklers are installed throughout the building.			
Automatic fire sprinklers are installed in all below-grade space.			
Automatic fire sprinklers are installed only in corridors.			
Automatic fire sprinklers are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Automatic fire sprinklers are installed in other locations in the building (describe locations on additional sheet).			
Central Sprinkler Company's Omega line of fire sprinklers are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
Automatic fire sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), number of sprinklers, date installed, etc. on additional sheet).			
The automatic fire sprinkler system is electronically supervised in accordance with NFPA 13, <i>Standard for Installation of Sprinkler Systems</i> .			
The automatic fire sprinkler system is maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> .			
<b>SMOKE DETECTORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Smoke detectors are installed throughout the building.			
Smoke detectors are installed only in corridors.			
Smoke detectors are installed only in elevator lobbies.			
Smoke detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Smoke detectors are installed in other locations in the building (describe other locations on additional sheet).			
Duct smoke detectors are installed in the building.			
<b>HEAT DETECTORS</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Heat detectors are installed throughout the building.			
Heat detectors are installed only in corridors.			
Heat detectors are installed in all hazardous areas (as defined by NFPA 101, <i>Life Safety Code</i> ).			
Heat detectors are installed in other locations in the building (describe other locations on additional sheet).			
<b>FIRE ALARM SYSTEM</b>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
A fire alarm system is installed in the building.			
Audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.			
Visible alarm notification appliances are installed and located throughout the building.			
Operation of the fire alarm system automatically notifies building occupants to evacuate or relocate within the building.			
Operation of the fire alarm system automatically notifies the local fire department or UL central station service.			
Emergency power is provided for the fire alarm system.			
The fire alarm system has emergency voice communication capabilities.			
The fire alarm system is maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm Code</i> .			

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HAZARDOUS AREAS			
Hazardous Areas as defined by NFPA 101, <i>Life Safety Code</i>			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Hazardous areas are located in the building.			
List locations of all hazardous areas in the building (describe locations on additional sheet).			
EXIT SIGNS, EMERGENCY LIGHTING, & EMERGENCY POWER			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Illuminated exit signs are installed along exit paths.			
Emergency lighting is installed along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
INTERIOR FINISH			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Offered space has corkboard installed on walls.			
Offered space has carpet installed on walls.			
Offered space has wood paneling installed on walls.			
ELEVATORS			
<b>Please Check YES, NO, or NA to the following questions:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevators recall to an alternate level when activated by primary level smoke detector.			
Elevators are equipped with firemen's manual capture feature.			
PUBLIC ADDRESS SYSTEMS			
<b>Please Check YES, NO, or NA to the following question:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
An independent public address system is provided throughout the building.			

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**PART B**  
**OFFICE BUILDING PROFILE**

1. General Information.

- a. Provide a copy of the certificate of occupancy issued by the local building official.
- b. Identify any cited citations or violations noted by the local jurisdiction regarding the building.
- c. Provide digital pictures of the building. Include exterior views showing the front of the building and all sides of the building.
- d. Provide a scaled drawing(s) of the entire floor or floors in which space is being offered in the building. The scaled drawing(s) shall include the locations of all exit stairs and elevators. Indicate on the drawing the proposed space being offered to the Government.
- e. Provide scaled drawings of the floor or floors where all exit stairs discharge.
- f. Identify the number of floors in the building (above and below grade)
- g. Identify the approximate gross square footage per floor in the building.
- h. Identify the proposed floors offered to the Government to occupy.
- i. Identify by location and describe hazardous/significant fuel load areas that, when ignited, would produce significant adverse effects to its buildings and occupants.
- j. Identify and describe potential fire ignition sources in hazardous/significant fuel load areas in the building. The proximity of the fuel source and the ignition source shall be described.

2. Building Construction.

- a. Identify and describe the type of construction for floors, walls, columns, and roof of the building.

3. Occupancy Classifications.

- a. Identify all the different types of occupancies on each floor of the subject building. Include mechanical equipment areas, storage areas, basement(s), etc.
- b. Identify if the building is separated or non-separated mixed use and what fire rated separation is provided.

4. Vertical Openings.

- a. Identify by location and describe the enclosure of vertical openings through floors, such as stairways, hoistways for elevators, escalators, and shafts.
- b. Identify and describe the appropriateness of the firestop systems utilized in all penetrations of the enclosure of the vertical opening.

5. Means of Egress.

- a. Identify the number of exit stairs on each floor of the building. Interlocking (scissor) stairs count only as one exit stair.
- b. Identify the number of fire escapes serving the building. Fire escapes shall not be counted as an approved exit.
- c. For each exit stair, identify:
  - i. The clear width measurement between handrails.
  - ii. The location of where each exit stair discharges.
  - iii. If each exit stair enclosure allows re-entry from stair enclosure to the interior of the building.
  - iv. Describe all penetrations into and openings through each exit stair enclosure assembly.
  - v. Describe any headroom obstruction within each exit stair enclosure.
  - vi. Describe if any exit stair has been compromised in such a way to have the potential to interfere with its use as an exit; and
  - vii. Exit stair remoteness.
- d. Identify and describe all exit doors that do not swing in the direction of exit travel.
- e. Identify and describe if all exit stair doors are self-closing and self-latching.
- f. Identify and describe if all fire doors are in proper working order.
- g. Identify by floor and describe the exit access system (i.e., corridor or open plan office concept).
- h. Identify by location and describe any concern regarding the exit signage within the building.
- i. Describe the building's emergency lighting system.

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- j. Identify and describe if emergency power is provided within the building.
- k. If emergency power for life safety systems is provided by generator(s) or UPS systems describe if they are tested and maintained in accordance with NFPA 110, *Standard for Emergency and Standby Power Systems* or NFPA 111, *Standard on Stored Electrical Energy Emergency and Standby Power Systems* as applicable.

6. Automatic Fire Suppression Systems.

- a. Identify and describe if the building is protected or not protected throughout by an automatic fire sprinkler system. If the building is not protected throughout by an automatic fire sprinkler system, identify areas of the building where partial fire sprinkler protection is provided.
- b. Identify and describe all areas within the building that are protected by different types of automatic fire sprinkler systems (e.g., dry, wet, pre-action, etc.).
- c. Identify and describe any other fire suppression systems installed within the building.
- d. Identify and describe the types of standpipes installed in the building.
- e. If automatic fire sprinkler systems are provided in the building describe if they are tested and maintained in accordance with the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.

7. Fire Alarm System.

- a. Identify and describe the age, type, manufacturer and model of fire alarm system.
- b. Describe if the fire alarm system is connected to a U.L. listed Central Station Service or to the local fire department.
- c. Describe in detail the operation of the fire alarm system.
- d. Describe how the audible alarm notification appliances are installed and located throughout the building to be effectively heard above normal conditions of occupancy.
- e. Describe if the fire alarm system has emergency voice communication capabilities.
- f. Identify by location the installation of smoke detectors in the building.
- g. Identify by location the installation of heat detectors in the building.
- h. Identify by location the installation of duct smoke detectors in the building.
- i. Identify and describe the HVAC fan shutdown features
- j. Describe in detail if the fire alarm system is tested and maintained in accordance with the applicable local codes or NFPA 72, *National Fire Alarm Code*.

8. Interior Finish.

- a. Identify carpeting installed in any exit stairs and/or walls within the building.

9. Elevators.

- a. Verify the elevators have a current certificate of elevator inspection from the local jurisdiction.
- b. Identify and describe the emergency recall operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase I Emergency Recall Operation requirements.
- c. Identify and describe the emergency in car operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase II Emergency In-Car Operation requirements.
- d. Identify and describe if the elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service



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**STATEMENT OF FIRE PROTECTION ENGINEER (FPE)**

I hereby attest that I have performed a full assessment of the subject premises; and that the above information is complete and accurate to the best of my knowledge. I have initialed at the bottom of each page. My official stamp, professional license information, and signature are affixed below.

I have included findings, recommended corrective action(s), and made specific references to the applicable code sections as an attachment to this report. Such findings specifically identify instances where the building does not comply with the specified criteria, and recommendations have been made in order to rectify the situation and assure substantial compliance of the building to all applicable criteria.

(If no deficiencies were identified, during the evaluation, please explicitly state so in the findings and recommendations portion of the report.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_ ( ) - \_\_\_\_\_

License Number: \_\_\_\_\_

Stamp Here: \_\_\_\_\_

**OFFEROR'S STATEMENT OF CORRECTION**

In the event any of the offered space does not meet the above criteria, the Offeror shall attach a sheet describing the exact nature of the deficiency, and the Offeror shall attest below that all work required to bring the offered space into full compliance with all applicable criteria will be completed at the Offeror's sole cost and expense prior to the Government's acceptance of the offered space under the terms of any prospective lease agreement.

**NOTE: REPORTS SUBMITTED WITHOUT THE FPE'S FINDINGS, RECOMMENDED CORRECTIVE ACTIONS AND CODE REFERENCES WILL BE RETURNED WITHOUT REVIEW BY THE GSA REGIONAL FIRE PROTECTION ENGINEERING OFFICE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

**FIRE PROTECTION AND LIFE SAFETY  
REVISED SFO PARAGRAPHS**

**CERTIFICATE OF OCCUPANCY (MAY 2005)**

The Lessor shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the Government and shall maintain and operate the building in conformance with current local codes and ordinances. If the local jurisdiction does not issue Certificates of Occupancy, the Offeror shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided.

**FIRE PROTECTION AND LIFE SAFETY (MAY 2005)**

- A. Offered space shall meet or be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the Government.
- B. Offered space shall provide unrestrictive access to a minimum of two remote exits on each floor of Government occupancy. Scissor stairs shall only be counted as one approved exit. Open air exterior fire escapes shall not be counted as an approved exit.

**AUTOMATIC FIRE SPRINKLER SYSTEM (MAY 2005)**

- A. Offered space located below-grade, including parking garage areas, and all areas in a building referred to as "hazardous areas" (defined in NFPA 101) that are located within the entire building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For buildings in which any portion of the offered space is on or above the sixth floor, then, at a minimum, the building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- C. For buildings in which any portion of the offered space is on or above the sixth floor, and lease of the offered space will result, either individually or in combination with other Government leases in the offered building, in the Government leasing 35,000 square feet or more ANSI/BOMA Office Area square feet of space in the offered building, then the entire building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.
- D. Automatic sprinkler system(s) shall be maintained in accordance with the requirements of the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*.

E. Definitions:

1. "Automatic sprinkler system" means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with National Fire Protection Association (NFPA) 13, *Installation of Sprinkler Systems*. The system is usually activated by heat from fire and discharges water over the fire area. The system includes an adequate water supply.
2. "Equivalent level of safety" means an alternative design or system (which may include automatic sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic sprinkler systems.

**FIRE ALARM SYSTEM (MAY 2005)**

- A. A building-wide fire alarm system shall be installed in buildings in which any portion of the offered space is located 2 or more stories above the lowest level of exit discharge. The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances (current as of the date of this SFO) adopted by the jurisdiction in which the building is located.
- B. The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or NFPA 72, *National Fire Alarm Code*. The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.